

## **The Tempe Way**



### **MISSION:**

To make Tempe the best place to live, work and play.

### **VALUES:**

People... Integrity... Respect... Openness... Creativity... Quality...

## **SENIOR LEGAL ASSISTANT**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To perform a variety of legal clerical and administrative support duties for the City Prosecutor's Office; to lead, assign and review the work of lower level staff including Legal Assistants; and to provide information and assistance to the public.

### **Supervision Received and Exercised:**

Receives direct supervision from the Management Assistant I for the City Attorney's Office, or general supervision from other management or professional staff.

Exercises functional and technical supervision over assigned legal assistant and lower level staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Provide function or lead supervision over assigned support staff.
- Assist in the hiring and training of new administrative support staff members; facilitate and participate in team member's performance evaluations.
- Assist in evaluating work flow and other activities by assigning and monitoring work activities to ensure work is completed in a timely and appropriate manner.
- Recommend and assist in the implementation of goals, objectives, policies, and procedures of the Prosecutor's administrative support staff.
- Process Motor Vehicle Division (MVD) and police department reports; order certified copies of MVD reports and notices of suspension from MVD.

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### Sr. Legal Assistant (continued)

- Redact all victim information in compliance with the Victim's Rights Laws on all reports.
- Order copies of prior orders of protection, records from prior cases from Superior Court, and records of prior convictions through gathering police reports from other jurisdictions.
- Process discovery requests including the preparation of disclosure statements and lists of witnesses and exhibits.
- Process Motion to Continue, Motions to Dismiss, Allegations of Priors, Petitions to Revoke Probation, and other miscellaneous pleadings.
- Process long form complaint procedures including logging in police reports, complying with Victim Rights and new domestic violence issues, and notifying detectives of approvals and denials of each complaint.
- Process subpoenas issued for hearing and any reissues depending on any requests for continuance
- Process appeals in Appellate Court.
- Establish, organize and maintain filing systems; perform record keeping for various funds and expenditures; maintain inventory records and other department and program files; handle and maintain sensitive and confidential information and records.
- Operate a variety of office equipment including a computer; input and retrieve data and text; organize and maintain disc storage and filing.
- May act as a receptionist; answer the telephone and wait on the general public, providing routine and general information on departmental and City policies and procedures, regulations, systems, and precedents relating to area of assignment; issue, receive, and process various applications, permits, and other forms; screen mail and telephone calls and respond to and resolve routine complaints and issues; refer remaining issues to appropriate department personnel.
- Perform related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### **Experience:**

CITY OF TEMPE  
Sr. Legal Assistant (continued)

Three years of responsible clerical or secretarial experience, preferably in a Legal office.

**Training:**

Equivalent to completion of the twelfth grade supplemented by specialized administrative course work in general office and business practices. Associate's Degree is preferred.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.**

**Job Code: 1364**

**Salary Range: 18**

**Compensation Plan: P40 / Regular**

**FLSA: Non-Exempt**